



Calendar of Due Dates 2020-2021

Annual Requirements for ALL Private Schools

- Between **June 1st** and **August 15th** send your school "Use of Restraint Report" to the Special Education Office at NDE (jabowers@doe.nv.gov). The forms and instructions are attached in this email.
- **October 15th** Enrollment & Staff Report due. Complete the correct version of the report after your first 20 school days and submit to Melissa Schroeder no later than 10/15/20. **I will send the required forms via email in August.**
- Your updated Crisis Response Plan must be submitted to the Nevada Department of Emergency Management via email to NDEMplanning@dps.state.nv.us by **July 1st**.
- **By July 1st**, get your crisis plan [Crisis Plan Certification](#) page emailed to Charles Russo at crusso@doe.nv.gov.

Requirements for School License Renewals

- **Sixty days** prior to the expiration date on your current school license you must have your renewal paperwork sent to the private school office. You may email or mail your documents to Melissa Schroeder at the Department (mschroeder@doe.nv.gov). You will find the application and declaration forms on the Nevada Department of Education website at [Private Schools webpage](#).

Requirements for School Agents

- **Sixty days** prior to the expiration of your permit (7/31/2X) is the expiration date) send your Agent Permit Renewal Paperwork and a completed credit card authorization form to Melissa Schroeder. **This is for private schools only, not for exempt private schools.**
- An email went out to all applicable private schools on May 5, 2020 regarding instructions on Agent Permit submissions. Please contact Melissa Schroeder if you need this information re-sent.
- Your approved Agent Permit will be sent in the mail upon approval by the State Board of Education at their July 23rd meeting.

Requirements for Schools Participating in the Scholarship Program

- **Quarterly Reports** MUST be submitted ON TIME via **File Zilla**. Be sure to complete your report accurately and indicate who is submitting the report. Report due dates are:
 - **October 15th**
 - **January 15th**
 - **March 15th**
 - **June 15th**
 - **Academic Assessment Reports are waived this year due to the COVID-19 pandemic and school closures.**
 - All quarterly report files need to be submitted with the title in this format:
Schoolname_Month_Year_Report Example: ABCSchool_October_20XX_Report
 - File name format for the assessment report: **ABCSchool_20XX_Assessment_Report**